

# This Computes!



## Department of Health Care Services Children's Medical Services Network (CMS Net) - Information Bulletin #397

### CMS Net County System Administrators

With the implementation of the User Security enhancement (refer to [This Computes #393](#)) on March 26, 2012 we have added the flexibility to create new system roles and assign new functionality for the County System Administrators of CMS Net. County System Administrators have long had the ability to reset passwords for staff locally, however, now they may also:

- Establish new users to CMS Net
- Deactivate or reactivate users
- Reset user passwords
- Modify/assign user security profiles
- Modify/Reauthorize Cancelled SAR
- Modify historical referral/transfer dates
- Access the delete tickler screen
- Edit permanently assigned case numbers
- Correct program eligibility dates\*
- Correct client eligibility closures/denials\*
- Access transaction tracking to determine who last updated a particular record\*

We are encouraging counties to take advantage of this new functionality and have their County System Administrator(s) be established as the primary point of contact to perform the actions described above. We are hopeful this will be a time saver for staff, as there will be less need to call, email or fax the State CMS Net Help Desk. To apply for County System Administrator status, please complete the [DHCS 9093](#) form and have it signed by the CCS Administrator in your county.

There are no changes planned for the CMS Net Help Desk we will continue to be available for support services as needed.

There are updated manuals available for use. Please see the CMS Net Web User security manual at:

<http://www.dhcs.ca.gov/services/ccs/cmsnet/Pages/Manuals.aspx>.

Additionally, an online webinar is available for viewing to explain the use of the User Security module located at:

<http://www.dhcs.ca.gov/services/ccs/cmsnet/Pages/Webinar.aspx>.

Also, upon request to the CMS Net Helpdesk, a County System Administrator or County System Administrator-Plus manual will be provided via secure email to the County System Administrators directly. This manual is not posted on our website due to security reasons.

We are excited about making the CMS Net more user-friendly, streamlined and a more functional system. We can make this happen with your help. If you have any questions, please contact Traci McCarley at 916 327-3075.

\*County System Administrator-Plus Security Role only